

DEPARTMENT of BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2024

OA1365 (EC): Software Applications I – 3 (3-0-1.5) 67.5 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Janelle MacRae **PHONE:** 780-539-2215
OFFICE: C305 **E-MAIL:** jmacrae@nwpolytech.ca
OFFICE HOURS: Tuesdays and Thursdays 10:00 AM to 11:20 AM or by appointment

CALENDAR DESCRIPTION: This course will familiarize students with the use and application of computers in daily office activities. Students will be introduced to concepts and functions of software to meet changing industry needs.

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Microsoft Office 365 Bundle 2021 by Rutkosky/Roggenkamp/Rutkosky, © Paradigm Publishing, LLC (textbook and ebook or just ebook) plus Cirrus Training and Assessment account

ISBN 9798765798256 (Physical textbook plus Cirrus account) – available at NWP bookstore

or

ISBN 9798765798270 (Ebook plus Cirrus account) – available at <https://www.paradigmeducation.com/nwpolytech> (prices in USD)

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:
60 minutes or less - \$16 USD
61-120 minutes - \$25 USD
121 - 180 minutes - \$31 USD

DELIVERY MODE(S):

Online - This type of course will be offered online. There are no set class times and students attend remotely and asynchronously. This is a paced online course, meaning there are weekly requirements that must be met.

LEARNING OUTCOMES:

Upon completion of the course students will obtain the following skills:

- prepare, manage, and print documents using application software.
- perform a number of Word tasks, such as creating and managing documents, formatting text, customizing paragraphs and sections, creating tables and lists, applying headers, footers and references, and inserting and formatting objects and charts.
- demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects.
- create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

EVALUATIONS:

Excel, Word, and PowerPoint textbook and
Cirrus assignments

30%

Unit Exams:

Word	20%
Excel	10%
PowerPoint	10%
Final Exam or Microsoft Word Specialist Certification*	30%

* **NOTE: MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION.** All course work must be

completed in order to qualify to take the MOS Certificate. There is a cost component to the MOS Test. All tests can be booked with the Northwestern Polytechnic Testing Centre and payment is due prior to writing the exam. MOS exams are 50 minutes in length and students will receive a MOS Certificate from Microsoft, which is a globally recognized certification.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic
1	Welcome, Course Intro/Overview Math Review/Start Excel Ch 1
2	Excel Ch 1 and 2
3	Excel Ch 3 and 4

4	Excel Unit 1 test review and test
5	Word Ch 1 and 2
6	Word Ch 3 and 4
7	Business Letters and Memos
8	Word Ch 5 and 6
9	Word Ch 7 and 8
10	Word Unit Tests
11	Fall Break
12	PPT Ch 1 and 2
13	PPT Ch 3 and 4
14	PPT Unit 1 test review and test
15	Final Exam Review/ MOS Prep

STUDENT RESPONSIBILITIES:

Students must read, understand and comply with Northwestern Polytechnic academic policies.

**Note: all Academic and Administrative policies are available at [NWP Policies | Northwestern Polytechnic \(nwpolytech.ca\)](https://www.nwpolytech.ca)

TESTING AND EXAM POLICIES

All tests will be written as scheduled. No rewrites will be given. If there is an excusable absence, the weighting of the missed exam will be added to the final exam weighting.

Instructor must be notified prior to the test of any absence. If the absence is not excusable, a grade of 0% will be given.

DUE DATES: Work must be submitted to MyClass and Cirrus by the due date and time given. No lates will be accepted.

Final examinations must be taken during the specified time period and are scheduled by the Registrar's Office. Do not plan any activities during examination week.

EMAIL CORRESPONDENCE:

*All email correspondence must be sent from your Northwestern Polytechnic student email account and must be professionally formatted (i.e., subject line filled in, proper greeting, spelling, and grammar check, etc.). Emails that do not follow the above requirements will not be responded to.

You will need access to Office 365 for this course. NWP offers students Office 365 software for free while you are a student. To access it, follow these instructions:

- Open your preferred web browser, go to <https://portal.office.com>
- Log in
- Click Install Office > Office 365 Apps

Once the software has downloaded and installed (how quickly this happens depends on your computer and your network connection, it is a large file so it can take quite some time), open Word, Excel, or PowerPoint and enter your [student ID number]@nwpolytech.ca and your MyClass password when prompted to activate the software.

If you already have Office 365 installed on your computer, you can go to Accounts under the File tab and sign in with your NWP student email and password to activate the license if necessary.

SOFTWARE & NETWORK REQUIREMENTS

Click on Device Requirements at this link in order to ensure your devices meet the requirements for taking an NWP online course: [Student Technical Support | Northwestern Polytechnic \(nwpolytech.ca\)](#)

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.

Additional Information:

USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.

- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, "No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body." In addition, subsection 39(4) states, "A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner."

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

Consent to Store Personal Information Outside Canada

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.



This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.